Annual Performance Plan: The following provides an annotated outline for the FY2007 Annual Performance Plan. This year's version will be submitted electronically to me by September 1, 2006, for concurrence by this office. I encourage you to copy your colleagues, both here in Headquarters and in the Field.

1. **Office Mission**

   Simply include the appropriate hyperlink for your organization's approved OneSC Mission and Function Statements:

   SC-31 http://www.screstruct.doe.gov/implementation/pdfs/LPI_7-15-2004.pdf
   SC-32 http://www.screstruct.doe.gov/implementation/pdfs/PDCA_8-10-2004.pdf
   SC-33 http://www.screstruct.doe.gov/implementation/pdfs/ITM_8-27-2004.pdf
   SC-AMSO http://www.screstruct.doe.gov/implementation/pdfs/Ames_9-9-2004.pdf
   SC-ASO http://www.screstruct.doe.gov/implementation/pdfs/Argonne_9-9-2004.pdf
   SC-BSO http://www.screstruct.doe.gov/implementation/pdfs/Berkeley_9-9-2004.pdf
   SC-BHSO http://www.screstruct.doe.gov/implementation/pdfs/Brookhaven_9-9-2004.pdf
   SC-CH http://www.screstruct.doe.gov/implementation/pdfs/CH_1-06-2005.pdf
   SC-FSO http://www.screstruct.doe.gov/implementation/pdfs/Fermi_9-9-2004.pdf
   SC-OR http://www.screstruct.doe.gov/implementation/pdfs/OR_1-06-2005.pdf
   SC-PNSO http://www.screstruct.doe.gov/implementation/pdfs/Pacific_Northwest_9-9-2004.pdf
   SC-PSO http://www.screstruct.doe.gov/implementation/pdfs/Princeton_9-9-2004.pdf
   SC-SSO http://www.screstruct.doe.gov/implementation/pdfs/Stanford_9-9-2004.pdf
   SC-TJSO http://www.screstruct.doe.gov/implementation/pdfs/Thomas_Jefferson_9-9-2004.pdf

2. **Office Priorities/Goals/Objectives/Measures**

   Use the template below, or a format of your choosing, to highlight your organizational goals/objectives/planned accomplishments for upcoming year. Goals should align with President's Management Agenda, DOE Challenges, implementation of OneSC, as well as DOE/SC Strategic Plans. Because these goals serve to drive shared responsibility and accountability through linkages to SES and employee performance plans, they should be tailored to your specific organization to enhance utility and effectiveness. Accordingly, this information and the planned accomplishments of your organization form the basis for the Annual Assessment Report discussed later within this guidance.

Objective	Measure	Target
What do you plan to accomplish?	*What will you use to measure your performance?*	*What specific goal do you have for your measure?*
i.e. Complete review of all major subcontracts	i.e. Percentage of major subcontracts reviewed	i.e. 100%

3. Resource Requirements

Briefly discuss (several paragraphs) your Program Direction budget for FY2007, including major expense categories, any special needs, and trends or events that will assist the SC Change Control Board in evaluating your request and/or explain significant differences from FY2006. Site Offices should indicate any special resource needs sought from the Integrated Support Center (ISC)[1], including necessary skills and time frame, where known. Any such request does not preclude support at a later date, but is simply being requested to facilitate resource planning. Please utilize the following template to capture your resource needs.

Resource	Actual FY 2006	Projected FY 2007	Comments
Federal FTEs			
Support Service FTEs			
Salaries, Benefits, Awards	$	$	
Travel	$	$	
Training	$	$	
Support Services	$	$	
Other Contractual Services	$	$	
Total Funding Required	**$**	**$**	

Discuss any significant office, facility or infrastructure issues (i.e. office space and/or computer needs) planned for FY2007-09. Any FY2007 costs should be included above. Describe any other funding requirements such as Information Technology (IT) hardware or software, supplies, etc.

4. Human Capital

We are interested in developing as accurate as possible a picture of how we should anticipate our workforce changing over the next five years. To this end, we ask that you complete appropriate table provided below and annotate it to explain your anticipated/desired changes in staffing. For example, if you anticipate a decreased need in a particular area, explain your thinking; similarly, if you anticipate an increased or change in need, provide a discussion of that as well. Specifically, call-out any job functions that will no longer be required or any new job functions you will need. The ISC should include only those FTEs that support the Office of Science (not those supporting EM, etc.)

Site Office Functions	Actual FY 2006 FTEs	Projected FY 2007-8 FTEs	Projected FY 2010-12 FTEs
1. Management Team (should include Manager, Deputy and all SO administrative staff			
2. Business and Contracts			
3. Programs and Projects			
4. ES&H			

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[1] Exclusive of Assessments that are addressed in Section 5 later in this guidance.

ISC Functions	Actual FY 2006 FTEs	Projected FY 2007-8 FTEs	Projected FY 2010-12 FTEs
1. Human Capital Management, which includes: Functions requiring Delegated Personnel Authority (Annual Notice of Competitive Areas/RIF Program, Federal Employee Health Services Administration, Acquiring and Positioning Human Resources, Pay and Leave Administration, Position Suitability Determinations, Preparation of Furlough Notices, Workforce Discipline, Merit Promotion Program, Career Transition Planning), EAP Coordinator, Annual Fair Act Inventory Coordination, Drug Testing Program Manager, Federal Employee Training Program Administration, Employee Performance Management System, Grievance Process Administration, Employee Concerns Program Coordinator, Diversity Program Administration			
2. Contractor Human Resources, which includes: Davis Bacon, Labor Relations, Compensation, Pension and Benefits Administration, Workplace Substance Abuse, Worker Transition Administration, Contractor Employee Protection Program, Diversity			
3. Procurement and Contract Management, which includes: Contracting Officer, Contracting Officer Representative, Acquisition Career Development Program, Warrant Program, Contract/Procurement Specialists, WFO/CRADAs/Tech Transfer, Small Business Program Administration, Procurement e-commerce, PADS database management, Contract Negotiations, Financial Assistance Management, Performance Management/Assessment			
4. Real and Personal Property Management, which includes: Certified Realty Official Services, Personal Property Management, Utilities, Maintenance			
5. Finance and Accounting, which includes: Functions of CFO-designated Field CFOs (Accounting, Payroll Liaison, Receivables/collections Management [including Wage Garnishment], Travel Charge Card Program Coordinator, Travel Management)			
6. Budget and Resource Management, which includes: Functions requiring Allotment Authority: Work Authorization Approvals, Funds Control and Distribution, Budget Development and Execution			
7. Program and Technical Support which includes: LDRD, Project Management Support, Strategic/Institutional Planning, Infrastructure Planning/Implementation, Waste Management			
8. Public Affairs, Information and Intergovernmental Relations which includes: Stakeholder and Media support			
9. Environment, Safety and Health which includes: ES&H Reporting, Accident Investigations, Operational Readiness Reviews, Safety and Health SMEs, (Accelerator Safety, Authorization Basis Reviewers, Aviation Safety, Biological Etiologic Agents, Construction Safety, Criticality Safety, Health Physics, Industrial Safety/Industrial			

Hygiene, Occupational Medicine, Nuclear Facility Safety/ Fac Reps., Fire Safety, Human Subjects Research, FEOSH Program, Transportation Safety), Technical Standards Manager, Environment, (NEPA, Permits, Environmental Management), Quality Assurance, Price Anderson Amendments Act			
10. Project Management, which includes: Project Directors, PM Development and Training, Independent Project Reviews			
11. Information Management, which includes: Freedom of Information Act Officer/Program Administration, Privacy Act Officer/Program Administration, Directives Point of Contact, Records Management, Printing & Publishing , Technical Information Officer, Forms Management, Software Quality Assurance, Computer Systems Management			
12. Legal-General, which includes**:** Reviews of Confidential Disclosure Reports, Federal Tort Claim Determination Authority, Oversight of DOE/Contractor Outside Legal Services, Ethics Officer, Contingent Liability Reporting, Allowability of Relocation Expenses, Loss or Damage to Personal Property Claims, Environmental Legal			
13. Legal - Intellectual Property			
14. Safeguards and Security, which includes: Cyber security, Classification, Personnel Security/Clearance Processing, Nuclear Material Accountability, Information Security, Protective Force Program, Emergency Management [Moved from ES&H], Physical Protection, Periodic Safeguards and Security Inspection			

5. **SC Integrated Assessment Schedule/Plan**

Provide your organization's assessment schedule/plan to support the development of SC's Integrated Assessment Schedule (IAS). Consistent with the recently released SC Line Management Oversight Program Description, SC is developing a three-year rolling schedule of planned oversight activities. These activities include those associated with assessing both the federal and contractor operations. Unless you have an automated system from which you will be providing schedule data directly, please use the link provided below to access a web-based system for collecting the data. The requested data descriptions are found in Attachment 1 below.

https://chip.ch.doe.gov/smart

If you do not have a username/password for the system already, please call the SC-CH Help Desk at 630-252-2772 to obtain one.

The assessments included on the IAS are low-volume, high-threshold assessments and include but are not limited to those assessments that are:

- Sensitive to mission, organizational, or legal vulnerabilities.
- Special reviews that are mandated by an internal or external entity.
- Independent assessments.
- Broad-scope reviews that provide information regarding overall program performance effectiveness.

- Any reviews external to SC, including those by State and local agencies, other Federal agencies, other DOE elements, the GAO, IG, etc. should be included. SC reviews by either SC-1.3 or the various program offices should also be included.

SC's Program Offices will provide their plans for program reviews during FY2007 and this information will be included within the web-based data base. Planned oversight activities should be scheduled for FY2007, planned within an appropriate quarter for FY2008, and simply listed by functional area in FY2009. SC Site Offices and the ISC are encouraged to engage in the discussion of specific resource needs and commitments as soon as is practical. This information is expected to be gathered and made available in a web-based format for all SC Managers beginning in FY2007.

For those reviews where SC-HQ is the sponsor, notification of the required change must be provided to the sponsoring organization prior to making any change to the schedule.

Annual Assessment Report: The Annual Assessment Report (AAR) provides an assessment of each organization's performance against objectives outlined in the Annual Performance Plan. Your AAR should identify any noteworthy accomplishments or results, challenges, and/or major concerns as well as actions being taken to mitigate vulnerabilities or those being implemented to facilitate continuous improvement. In addition your AAR should include your support to SC initiatives, participation in OneSC reengineering efforts, and support provided to SC-HQ or other Site Offices. You should also use this information to support end-of-year performance evaluations for your staff. AAR should be provided to this office by no later than October 31, 2007.

Appendix A

Field Name	Field Description
ID	Automated Tracking number
Title	Short, Clear subject or title for the assessment
Description	This field can be used to provide more explanatory text regarding the nature and extent of the assessment
Organization/Division	Line Office Responsible for Location Being Assessed
Program/Area	Program/Functional area under which the review falls
Assessment Type	Type of assessment which may relate to purpose or origination of assessment
Sponsor	Assessment directed by DOE field element line management, DOE HQ line management, or DOE organization that does not have line management responsibility for the management of the activity (independent).
Local Point of Contact	Name of DOE organization and/or individual conducting review
ISC or Other Support Needed	Identify whether support from outside your organization will be needed to support the assessment
Type of Support Needed	Identify specific area of expertise needed
Amount of Support Needed	Identify approximate number of labor hours of support will be needed
Driver, Directive or Regulation	Applicable DOE Order, Notice, Manual, or Guide; or other Federal Regulation
Last Performed	Date
Planned Start Date	Date review is currently planned to begin
Planned Completion Date	Date review is currently planned to end
Actual Start Date	Actual date of initiation
Actual Completion Date	Actual date of completion
Status	Status of Assessment as of time of entry/update
Updated	Last update to SMART info
	=automated field
	=mandatory field

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